

**Frank Edelblut Christine Brennan**

 Commissioner Deputy Commissioner

## STATE OF NEW HAMPSHIRE

**DEPARTMENT OF EDUCATION**

**101 Pleasant Street**

**Concord, N.H. 03301**

**TEL 603-271-3495**

**FAX 603-271-1953**

**Child & Adult Care Food Program - On-line Application Checklist**

[**https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/office-of-nutritional-services/child-adult-care-food**](https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/office-of-nutritional-services/child-adult-care-food)

The following attachments must be completed in order for you to have an approved CACFP application packet on file with the Office of Nutrition Program and Services. Once there is an approved on-line application packet with the Office, you will be eligible to complete your monthly claim reimbursements.

 **Must be completed by ALL Entities unless otherwise instructed:**

[ ]  Alternate Approval Application for Child Care Centers or Family Day Care Home – if applicable

[ ]  Alternate Approval Application for Outside School Hours Child Care – if applicable

[ ]  Announced/Unannounced Monitor Review Visit Schedule

[ ]  Application Signature Page

[ ]  At-Risk NSLP-CACFP Application Attachment U

[ ]  At-Risk Monitoring Attestation

[ ]  Board of Directors List – New Form

[ ]  Board of Directors Letter – announcing CACFP

[ ]  CACFP Management Plan – updated yearly

[ ]  CACFP Ethnic/Racial Data

[ ]  Chair/Executive Director/Owner’s Form (Executive Director must be uploaded yearly)

[ ]  Civil Rights Approval Questionnaire must filled out and included yearly with application

[ ]  Current Facility License – must filled out and included yearly with application

[ ]  Description Changes & Publicly Funded Programs - must filled out and included yearly with application

[ ]  Food Service Management Company (FSMC) Form Attachment H

[ ]  Free & Reduced Policy Statement – Non-Pricing Program

[ ]  Free & Reduced Policy Statement – Pricing Program

[ ]  Grassroots Sponsors Letter

[ ]  Permanent Agreement (New One needed for FY 2021)

[ ]  Principal Forms (Executive Director every year and any new Board Members)

[ ]  Program Marketing Expansion Plan – for all Sponsoring Organizations

[ ]  Procurement and Code of Conduct Policy & Procedures

[ ]  Public Release – Non Pricing Program

[ ]  Public Release – Pricing Program

[ ]  Public Release – Family Day Care Home (FDCH)

[ ]  Sample Letter – Approval of Free or Reduced Price Meals

[ ]  Sample Letter – Denial of Free or Reduced Price Meals

[ ]  Unaffiliated CACFP Application & Agreement – For NEW ONLY

[ ]  Viability, Capability, Accountability Questionnaire (must be fill out be everyone)

**Administrative Budget Worksheets for all Facilities:**

[ ]  B – Mileage, Meals & Lodging Allowance

[ ]  C - Office Supplies

[ ]  D - Printing

[ ]  E - Office Equipment

[ ]  H - Telephone

[ ]  K - Consultant Services

[ ]  M - FDCH Provider/Center Training

[ ]  N - Sponsor/Center Staff Training and Development

[ ]  O - Insurance

[ ]  P - Advertising and Public Relations Costs

[ ]  Q - Licensing Costs

[ ]  R - Membership, Subscriptions and Professional Organization Activities

[ ]  S - Indirect Costs

[ ]  T - Miscellaneous Costs

[ ]  W - Unaffiliated CCC-FDCH Budget Sheet

***All attachments must be downloaded on your local drive, completed, saved, scanned and uploaded into the MyNHDOE computer system under Attachments.*** [***https://my.doe.nh.gov/myNHDOE/Login/Login.aspx***](https://my.doe.nh.gov/myNHDOE/Login/Login.aspx)

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